



## City of Richmond Heights Economic Development Intern Job Description

The City of Richmond Heights seeks an Economic Development Assistant to work between 16 and 20 hours a week to facilitate the work of the Department of Economic Development, led by the Director of Economic Development. Candidates interested in this position must be either a college level junior or senior or a recent college graduate with an academic focus in one or more of the following disciplines: Urban Planning, Political Science, Marketing, Business, Social Work, Communications, and/or Economics.

### **Job Responsibilities**

- Conduct research on a variety of topics and write summaries of the research
- Navigate Cuyahoga County GIS Maps (*some limited training will be provided*)
- Create and manage database of resources to help promote City's business district
- Attend community and public meetings as necessary and report on such meetings
- Assist with grant seeking and application process
- Work with other departments such as Recreation when necessary
- Help strategize for marketing and promotions ideas
- Attend special events as needed (*sometimes on weekends and evenings*)
- Help facilitate the City's policies in the 2016-2017 Master Plan
- Answer and return phone calls and emails
- Schedules with Director of Economic Development
- Public speaking may be required
- Must be proficient in Microsoft Suite of software

### **Qualifications:**

- Have strong interests in community development, urban development, real estate, business, public policy or economics.
- Excellent interpersonal, written and oral communications skills.
- Strong organizational skills and the ability to meet deadlines.
- Be an ambitious self-starter seeking to use the opportunity to develop both personally and professionally, gain new perspectives and experiences, and make a lasting impact on the community of Richmond Heights in which he/she is serving.

Strong candidates will be positive, kind and friendly while remaining professional at all times. The successful candidate will have enormous opportunity to grow and be a much-valued part of the Richmond Heights team. Compensation is \$10.00 per hour, and the City is willing to work with universities if college credits are available.

If interested, please submit a resume, and writing sample of no more than three pages to [Economic.development@richmondheightsohio.org](mailto:Economic.development@richmondheightsohio.org).